



**OFFICE USE ONLY**  
**Accounting Code: PF**

**CITY OF SUGAR LAND**  
**Planning Department**  
**Plat Submittal Application**

Please provide the following information & return your submittal to the Planning Department, 2700 Town Center Blvd. N., Attention: Development Review Coordinator (Deadline for Submittals is Monday / 3:00 p.m.)

**Subdivision Name** \_\_\_\_\_ **Development** \_\_\_\_\_

**Submittal Type**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Preliminary Plat      | <input type="checkbox"/> Final Plat        | <input type="checkbox"/> Short Form Final Plat |
| <input type="checkbox"/> Preliminary Replat    | <input type="checkbox"/> Final Replat      | <input type="checkbox"/> Vacation Plat         |
| <input type="checkbox"/> Extension of Approval | <input type="checkbox"/> Street Dedication | <input type="checkbox"/> Amending Replat       |
|  |  | <input type="checkbox"/> Minor Plat            |

**Reason for Replat or Amending Replat (if a replat)**

**Type of Plat**

- |  |  |
|--|--|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Planned Development     |
| <input type="checkbox"/> Multi-Family Residential  | <input type="checkbox"/> Commercial / Industrial |
| <input type="checkbox"/> Zero Lot Line/Patio Homes | <input type="checkbox"/> Business / Office       |

**Owner** \_\_\_\_\_ **Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Engineer or Planner**

**Company** \_\_\_\_\_ **Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Plat Location**

- ☐ City ☐ Extraterritorial Jurisdiction

Survey/Abstract No. \_\_\_\_\_

Geographic Location (List major streets, bayous, creeks and adjacent subdivisions) \_\_\_\_\_

**Jurisdictions** Utility District \_\_\_\_\_ School District \_\_\_\_\_

Levee Improvement District \_\_\_\_\_ County Precinct \_\_\_\_\_

Zoning District (in-city only) \_\_\_\_\_

**Plat Data**

Total Acreage \_\_\_\_\_ Typical Lot Size \_\_\_\_\_

Number of Streets \_\_\_\_\_

Number & Types of Reserves \_\_\_\_\_

Number of Lots \_\_\_\_\_

Total Acres in Reserve \_\_\_\_\_

**Variance Request**      ☐ None      ☐ Yes (Attached Form)      ☐ Previously Approved

### Improvement Provisions

Utilities Constructed by \_\_\_\_\_ Maintained by \_\_\_\_\_  
(upon acceptance)

Pavement Constructed by \_\_\_\_\_ Maintained by \_\_\_\_\_  
(upon acceptance)

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

X  
**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

#### CHECKLIST FOR ALL SUBMITTALS :

- Seven (7) Copies of the Completed Application
- Seven (7) 24" x 36" prints – folded to 8 1/2" x 14"
- Submittal Fees for:

#### **Preliminary, Final, & Short Form Final**

Base \$934.50 Per Lot \$3.00

Per Acre of Reserve \$14.75

#### **Amending Replat or Minor Plat**

Base \$233.75

#### **Replats (Prelim., Final, or SFF)**

Base \$467.00 Per Lot \$3.00

Per Acre of Reserve \$14.75

#### **Subdivision Reg. Variance**

Base \$584.00 if separate request from plat.  
(No fee if variance is part of plat in review)

- **The required applicable letters. (Preliminary Plats require copy of notification letters; Final Plats require a response letter from agencies)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> County Drainage District   | <input type="checkbox"/> Levee Improvement District | <input type="checkbox"/> Centerpoint Energy |
| <input type="checkbox"/> County Engineer (ETJ only) | <input type="checkbox"/> Municipal Utility Dist.    | <input type="checkbox"/> Applicable Phone   |
|   | <input type="checkbox"/> Post Office                | <input type="checkbox"/> Appropriate I.S.D. |

#### **Additional Information is needed for the following submittal types:**

- **Preliminary Plat**
  - ☐ Three (3) copies of the Utility One-Lines (Conceptual utility layout drawings)
  - ☐ For Residential -Two (2) copies of the "box exhibit" as described in the Official Policies & Procedures for Preliminary Plats (illustrates lot width for non-perpendicular lots)
- **Final Plat / Short Form Final**
  - ☐ Public Infrastructure Construction Plans (**Must be turned in with Final Plat**)
  - ☐ Submitted at an earlier date \_\_\_\_/\_\_\_\_/\_\_\_\_
  - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Replats**
  - ☐ Seven (7) 24" x 36" copies of the original plat
  - ☐ A list of property owners names and mailing addresses for public hearing  
**(Residential Replats Only)**
- **Amending or Minor Plat (as applicable) Note- amending replat requires 7 copies of recorded plat**
  - ☐ Construction Plans Submitted at an earlier date \_\_\_\_/\_\_\_\_/\_\_\_\_
  - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Extension of Approval**
  - ☐ Letter of Request 30 days prior to expiration date of approval of final

## City of Sugar Land Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Applicant/Contact: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Application Type (check one):

\_\_\_\_\_ Zoning (CUP/PD)    \_\_\_\_\_ Site Plan    \_\_\_\_\_ Plat    \_\_\_\_\_ Other: \_\_\_\_\_

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

\* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website [www.sugarlandtx.gov](http://www.sugarlandtx.gov). Go to the Engineering Department then click on Design Standards.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_